

**GUIDELINES FOR THE VISITING TEAM
AND
VISITING TEAM PROFORMA
FOR
Inspection of Institutions**



Northern Regional Committee (NRC)
National Council for Teacher Education
4th Floor, Jeevan Nidhi-II, LIC Building,
Ambedkar Circle, Bhawani Singh Marg,
Jaipur – 302005 (Rajasthan)

GUIDELNES FOR THE VISITING TEAMS

1. Introduction

Approval for the establishment of a new institution or permission for starting a new programme in an already recognized institution is granted by the NCTE on the basis of a thorough assessment of the physical infrastructure and instructional facilities created by it for imparting quality teacher education. The performance of already recognized TEIs is also assessed periodically through the mechanism of inspection. The NCTE endeavours to make the entire process of inspection absolutely transparent and objective. The NCTE, therefore, solicits co-operation of the VT member in this regard and requests them to follow strictly the guidelines given in this section.

2. Scope and Purpose of Inspection

Inspections are conducted by teams of experts called Visiting Teams (VTs) constituted by the NCTE as per the existing policy under section 13, Section 14, Section 15 and Section 17 of the NCTE Act, 1993. While the inspection under Section 13 of an already recognized institution is conducted by the Council Headquarters at New Delhi, inspections under Section 14, Section 15 and Section 17 are caused by the Regional Committees of the NCTE, which are empowered under the NCTE Act to grant, refuse or withdraw recognition for a teacher education programme. Inspections under Sections 14 and 15 are mandatory for deciding suitability or otherwise of the applicant institution for conducting a programme or training in teacher education programme. However, in case of Section 17 it is for the Regional Committee concerned to decide whether an inspection is to be conducted or not for satisfying itself as to whether a recognized institution has contravened any of the provisions of the NCTE Act/Rules/Regulations/Norms and Standards.

Section 14 deals with recognition of an institution planning to offer a programme in teacher education. Sub-section 3(a) of Section 14 of the Act provides that on receipt of an application, if the Regional Committee, is satisfied that such an institution has adequate financial resources, accommodation, library, qualified staff, laboratory and that it fulfils such other conditions as are required for proper functioning of the institution for a programme in teacher education, may pass an order granting recognition to such institution, subject to such conditions as may be determined by regulation. In order to determine the suitability of an institution, the Regional Committee makes arrangement for inspection by a VT.

Section 15 of the Act deals with grant of permission to an already recognized institution to run a new programme or to enhance intake of the existing programme. As per revised regulations, 2014, clause 7(7), inspection shall not be subject to the consent of the institution rather the decision of the Regional Committee to cause the inspection shall be communicated

to the institution The institution shall be required to provide details about the infrastructure and other preparedness on the specified proforma available on the website of the council to the visiting team at the time of inspection along with the building completion certificate issued by the competent authority, if not submitted earlier. Inspection of the applicant institution with a view to assessing availability of adequate infrastructural, instructional and other facilities in accordance with the provisions of the NCTE Act/Rules/Regulations is caused before deciding grant of recognition or otherwise for enhanced intake in the existing programme or offering a new programme in teacher education.

Section 17 of the Act deals with the process of withdrawal of recognition granted to an institution in case of contravention of the provisions of the NCTE Act/Rules/Regulation by it. It is for the Regional Committee to decide whether an inspection of the institution is to be conducted or not to facilitate a decision regarding withdrawal of recognition or otherwise.

3. Preparatory Work

Each member of the VT Team is required to certify that he/she or any member of his/her family has no direct or indirect interest in the running/administration of the institution being inspected and has no financial or other interest in its management : In case a member is connected with the institution directly or indirectly.

He/she is further expected to make a thorough study of the filled-in Performa submitted by the concerned TEI and the information given in its with the prescribed Norms and Standards, find out the gaps and frame the questions that he/she would like to ask during the inspection, note down the points for observation of discussion.

4. Role & responsibility of the V.T. Members

The VTs are required to on-spot scrutinize all the essential land & building documents submitted by the institution alongwith its application and also physically verify the infrastructural and instructional facilities mentioned in the Proformas (as per the application/decision of the NRC, NCTE). While taking a round of the institution, they may elicit relevant information from the officials present and responsible for the facility concerned. Besides assessing the quality of construction, they shall also assess the suitability and adequacy of space and furniture in each room. At the time of the visit of the team of experts the institution concerned shall arrange for the inspection to be videographed in a manner that:

At the time of the visit of the team of expert to an institution, the institution concerned shall arrange for the inspection to be videographed in a manner that all important infrastructural and instructional facilities are videographed along with interaction with the management and the faculty, if available at the time of such visit. The visiting teams, as far as possible, shall finalise and courier their report along with the video recording on the same day.

Provided that the videography should clearly establish the outer view of the building, its surroundings, access road and important infrastructure including classrooms, labs, resource rooms, multipurpose hall, library and others. The visiting team shall verify the facilities for existing recognized teacher education course and ascertain the fulfilment and maintenance of regulations and norms and standards for the existing courses as well.

Therefore, the VT members shall ensure that each and every facility in the institution is videographed from all possible angles. The videography should cover all important infrastructural and instructional facilities and facilities in office like administration, library, laboratories, resource rooms, multipurpose hall, grounds etc. It should also include front view of the institute and alongwith VT.

The VTs shall make assessment of the available equipments and materials in Resource Centres such curriculum laboratory, ICT, Art and Craft and Health & Physical Education resource centres against the prescribed Norms and Standards for the same. In the library, they shall specifically find out if the available books are relevant to the programme being run or proposed to be run. Besides availability of various facilities, they shall also make an effort to ascertain the extent of utilization of the available facilities. They shall also try to find out through formal and informal means if the equipments, materials, books, etc. have been hired temporarily for the purpose of inspection only.

In view of the above the sole responsibility of verification of scrutiny/verification so as to ascertain correctness of the documents submitted by the institution alongwith its application and also to physically verify all the infrastructural & instructional facility as per provisions of the NCTE Act, Rules & Regulations lies with the V.T.

It may be noted by the V.T. that in the event of any part of report is found to be incorrect, wrong or deliberately distorted to mislead the Northern Regional Committee in partially or fully, caused later on, the V.T. shall be personally responsible and the same will be viewed seriously. The consequences & responsibility shall be borne by the V.T. only.

The performance of the V.T. members is appraised by the NRC, NCTE primarily on the basis of the quality of the report submitted by the VT. The vague, inconsistent and incorrect reports may form the basis for not soliciting their services in future in connection with inspection of TEIs.

5. Interaction with stakeholders

The VTs shall hold interactions with the following and make as a part of its report:

- (i) Principal of the institution and authorized representative(s) of the management
- (ii) Teaching and non-teaching staff
- (iii) Students (existing institutions)
- (iv) Principals of Practice Teaching Schools

(v) Representatives of parents and community

The meetings with the staff and students shall not be held in the presence of the Principal or representatives of the Management. The purpose of these meetings shall be to elicit information regarding working and service conditions of staff, quality of instruction, regularity of staff and students, fees and funds charged from students, etc. In case the Principals of Practice Teaching Schools are not able to come to the TEI, the required information from them may be obtained telephonically or by making a visit to one of the schools.

Before starting the meeting, the VTs should prepare a set of questions/issues to be discussed.

The VT members shall not give any indication of their assessment/opinion to any office bearer of the institute.

6. Submission of Report & guidelines thereof

The VT shall be required to spend two days in an institution. It shall prepare its own work schedule for the examination of documents, physical verification of facilities and interaction with different stakeholders. In the second half of the second day, they shall finalize the report and mail it to the concerned Regional office of the NCTE alongwith CDs of Videography and photographs in a sealed cover, through speed/registered post. The Report shall also include the filled-up proforma submitted by the institution and fresh documents made available by it, if any. It shall be ensured that each page of the filled in proforma as per provisions of the NCTE Regulation, 2014 is signed by the Head of the institution or an authorized representative of the Management of the institution, clearly mentioning the name and designation. A copy of the format required to be filled in by the institution is already available in the NRC website nrcncte.org.

After receipt of the requisite original/authentic documents as per the application submitted by the institution alongwith other relevant documents the inspection team shall scrutinize, verify and assess the availability of infrastructural and institutional facilities and availability of the requisite staff (in case the same are appointed by the institution) as prescribed by the NCTE in its Norms and Standards for the programme as per provisions of the NCTE Act, Rules & Regulations. It may be noted by the Visiting Team that the latest norms & standards including NCTE Act, Rules & Regulations' as amended from time to time are available in the NCTE website namely ncte-india.org. In order to have a correct assessment of the functioning of the institution, it is vital to have proper assessment tools. In order to remove the scope of subjectivity in inspection reports, the assessment proforma has been appropriately modified and its digital format prepared. It is imperative for the inspection team to record its observations precisely. The guidelines for filling up the digital version of the assessment proforma are detailed below:

(a) **Scrutiny/Verification of Documentary Evidence:**

The VT members are expected to go through all the relevant documents i.e. application of the institution alongwith all essential documents viz Affidavit on Rs.100/- regarding land & building of the institution, land & building documents, land use certificate etc. as well as all infrastructure & instructional facilities, relevant regulations, norms & standards of the teacher education course for which inspection is to be conducted. They must check whether another affidavit has been submitted by the institution regarding the following of revised regulations, 2014. The VT should check the veracity of facts & figures as per application of the institution & documents submitted to the NRC, NCTE by verifying original /authentic documents relating to infrastructure & instructional facilities as per provisions of the NCTE Act, Rules & Regulations. After scrutiny & verifying the same the V.T. should submit its specific & detailed report based on records of the institution. The following are the important documents which are required to be invariably scrutinize & verify by the Visiting Team before making its report for perusal & suitable decision by the NRC, NCTE.

- (i) Registration Certification of the Society/Trust
- (ii) Memorandum of Association of the Society/Trust
- (iii) Composition of the Managing Committee and minutes of two meetings
- (iv) Original legally valid land document including Land Use Certificate (CLU), Non Encumbrance Certificate, Possession Certificate etc. as per provisions of the NCTE Regulation, 2014
- (v) Original approved Building plan, building completion certificate as per prescribed format, building safety & security certificate etc. as per provisions of the NCTE Act, Rules & Regulations.
- (vi) Site plan showing the location of the building as per the land & revenue records of the concerned authority.
- (vii) Original Bills of purchase of items.
- (viii) The Registration Certificate of the Society/trust and its bye-laws
- (ix) List of Recognized and Unrecognized programmes run by the Society on the campus demarcated for the TEI
- (x) Reports or communications received regarding earlier inspections, if any (existing institutions)
- (xi) PAN/TAN No. of the Society/Trust/Institution.
- (xii) Bank/Accounts Statement/Balance Sheet of the institution
- (xiii) Mode of payment of salary to staff.

- (xiv) Student attendance register (in case of inspection under section 15 & 17 for the existing programme)
- (xv) Cash Book/Ledger
- (xvi) Stock register where the equipments / stocks have been properly accounted for and numbered.
- (xvii) Issue register of furniture etc.
- (xviii) Accession register of the library books in the Accession Register.
- (xix) The VT shall ensure that the furniture / equipment has been duly purchased by the institution and is not at hire.
- (xx) FDR of the Endowment and Reserve Fund as per revised regulations, 2014 i.e., FDR of the Endowment Fund of Rs. 5,00,000/- (Rs. Five lacs) and Reserve Fund of Rs. 3,00,000/- (Rs. Three lacs) + Rs. 4,00,000/- (Rs. Four lacs)
- (xxi) In addition to the above, the Visiting Team shall scrutinize & verify all the relevant document which it deem fit for making its V.T. Report to the NRC, NCTE as per provisions of the NCTE Act, Rules & Regulations.

The VT shall obtain & submit a certified/attested copy of all the important relevant documents scrutinized / checked / verified by the VT during inspection as per provisions of the NCTE Act, Rules & Regulations.

(b) Specific Guidelines for verification of infrastructure & instructional facilities created by the institution.

(i) Details of the Society/Trust responsible for running the institution

- VT shall compare the copy of the Registration Certificate of the **Society/Trust** with the original at the time of inspection. The principal/manager of the institution should certify that the copy supplied is a true copy of the original document.
- VT shall ensure that request of the institution is duly supported by a specific resolution of the Society.

(ii) Location and identity of the Institution

The VT shall specifically point out the **location of the institution** which should be same as per the name & address/plot no./khasra no. Etc as mentioned in the land & building documents submitted by the institution and the same should be matched to each other. If the same are different the same should be specifically reported in the V.T. report. In order to ensure this, VT may check the details of the institution as given in the application and other documents submitted alongwith the application and made

available by the Office of RD to the VT, especially with regard to the following:

- Address as specified in the NCTE file/papers given to the VT
- Sign-board of the institution
- Khasra/Survey number/Plot No./Site No. of the records
- Name of the institution as given in the original application for the course(s)

(iii) Land Documents

- VT shall compare the copy of land document with the original at the time of inspection and get the same certified by the principal/manager that it is a true copy of the original document.
- The VT shall indicate the details in relevant columns of the inspection report on the basis of original documents obtained at the time of inspection.
- It shall be duly verified by the VT. The documents and signed by an official / public representative duly authorized by the State Government.

(iv) Building Plan : VT shall obtain the original building plan and indicate in the report

- Whether it is approved by the competent authority ?
- Name of issuing authority.
- Date of issue.
- Whether valid resolution of the Panchayat/Zila Parishad is available (in case the Panchayat/Zila Parishad is the competent authority to approve the building plan)?
- Whether the approved building plan indicates (i) name of owner of the land/building, (ii) the purpose of the building (iii) area of the plot (iv) survey/Khasra/Plot/Site numbers.
- Whether dimensions of classrooms, laboratories, library, multipurpose hall, floor-wise area, total area, etc. are properly indicated in the approved building plan ?
- Whether details given in the approved building plan match with building completion certificate and land documents of the building ?
- Whether construction of the building as per the approved building plan is complete in all respects ?
- Whether the area meant for existing and/or proposed teacher education programme (s) is demarcated in the building plan?
- It shall be duly verified by the VT. The documents and signed by an official / public representative duly authorized by the State Government.

(v) Infrastructure

VT shall verify information with regard to the following and indicate it in the report :

(a) Total Land Area (in Sq.m.) for TE -----Sq.m

(b) Details of built-up area

- (i) Instructional carpet area -----Sq. m.
- (ii) Administrative carpet area -----Sq. m.
- (iii) Other area -----Sq. m.

Total built up area ----- Sq.m.

(c) Quality of construction (rate in terms of Very Good/Good/Satisfactory/Poor) in respect of

- Roofing -----
- Plastering -----
- Plainting -----
- Flooring -----
- Wood work -----
- Ventilation -----
- Lighting -----

(d) Sharing of built-up space

Assessment of the VT to be indicated in the report with regard to the following:

- Whether the built-up space is being shared with any other programmes (teacher education and other than teacher education, including school) in the premises and, if so, whether the built-up space for the proposed teacher education programme in the institution is adequate and has been clearly demarcated.

(e) Barrier – free Environment and Safety Provisions are essential and shall be inspected. No clearance shall be given for an institution whereas not disabled friendly.

- Whether the institutional campus is disabled friendly.
- Whether safety provisions, including for fire and other calamities, have been provided in the institution. If satisfactory provisions are not available, no clearance will be given by the NRC to the applicant.

(vi) Instructional Facilities : Resource Centres

VT shall verify the instructional facilities available in Curriculum laboratory, ICT, Art and Craft, Health and Physical Education Resource Centres and Library. VT shall also indicate the facilities which are not available but should have been provided. Further, it should be certified that the facilities have not been hired temporarily for the purpose of inspection:

(vii) Human Resources

VT shall find out if proper procedure for the selection of staff has been followed such as issue of advertisement, nomination of expert by the affiliating body, meetings of the selection committee, eligibility of selected staff as per prescribed norms, offer letter containing terms and conditions, etc.

(viii) Financial Status

Endowment Fund : The VT shall find out if endowment fund of 05 Lakh per programme per unit has been deposited at the time of submission of the application. A photocopy of the FDR(s) shall be obtained.

Security fund : The VT shall find out if security fund of 03 Lakh + 04 Lakh (Total 07 Lakh) per programme per unit has been deposited. A photocopy of the FDR(s) shall be obtained.

Maintenance of Accounts : The VT shall ascertain whether accounts of the institution for the last 3 years were audited ? Comments of the auditors in regard to the maintenance of accounts to be obtained.

(ix) Managing Committee

Composition

Information regarding composition of the Managing Committee (MC) is to be obtained. Does the MC include representatives of the affiliation body and the faculty and also some Teacher Education Experts.

Periodicity of Meetings

Information regarding periodicity of meetings of MC is to be obtained. Minutes of the last two meetings may be obtained.

- (c) Deficiencies noticed with respect to the NCTE norms for the programme shall precisely recorded in the section on overall assessment.
- (d) The digitalized assessment proforma comprises of focused queries on various aspects of functioning of a teacher training institution. The responses / data should be recorded in consonance with the query. There should not be any contradiction in the VTR, tabular format, overall assessment and documents submitted alongwith the application of the institution.
- (e) For recording in the assessment proforma, management should be asked to make available all relevant original /authentic documents to the V.T.
- (f) If the inspection team feels that there are some more facts, over and above the information provided in the assessment proforma, that needs to be brought to the

notice of the Regional Committee, it may record it on the observation sheet provided with the assessment proforma.

- (g) The duly authenticated copies of all important documents are required to be submitted by the V.T. in support of their report viz documents relating to infrastructure & instructional facilities, endowment and reserve funds etc. The same should be obtained from the principal/management and be attached alongwith the inspection report. The institution's management should certify the copies of these documents.
- (h) Inspection report is a confidential document. Its contents should not be shared with the institution. Each page of the filled in proforma should be signed by the Head of the institution or an authorized representative of the Management of the institution, clearly mentioning the name and designation.
- (i) In addition to all relevant/important documents as prescribed above, the V.T. should specifically obtain the following:-
- Building completion certificate (as per format at Annexure-I)
 - Particulars of staff as per format at Annexure-II (in case of inspection under section 17 for the existing teacher education programme)
- (j) Suggested details of Video graph of the Institution at the time of inspection:-

Every applicant institution is require to arrange for videograph of the inspection as per para 7(8) of the NCTE Regulation, 2014. The cassette should not be edited under any circumstances. The video shoot should contain the following items:-

		Time	Total time
1.	Location of the building from the main road and also in comparison to a few landmarks in the vicinity	30 sec	30 sec
2.	Frontal view of the building indicating name board etc.	20 sec	20 sec
3.	Classrooms and lecture halls including furniture provided	15 sec per room x 3	45
4.	Library including furniture and arrangement books	30 sec	30 sec
5.	Laboratories et up including arrangements of the furniture and provision of the materials	30 sec each x 4	120 sec
6.	Multipurpose hall including furniture etc.	60 sec	60 sec
7.	Principals room, office room, staff room, student rest room	10 sec. each	40 sec
8.	Gymnasium (in respect of	120 sec	120 sec

	physical education course only)		
9.	Rear view of the building in its full perspective	20 sec	20 sec
10.	Playground and facilities available thereof	60 sec	60 sec
11.	Interaction with the staff members, if available	180 sec	180 sec
12.	Interaction with the Managing Committee at least 2-3 office bearers	180 sec	180 sec
13.	Interaction with the students (in case of sec 15 and Section 17)	180 sec	180 sec
		Total:	19 mts.

7. Confidential Information

The VTs may bring it to the notice of the Regional Office of the NCTE if any pressure was exerted on them or any canvassing was done by the Management or on its behalf to get favourable report. The information may be submitted separately in a sealed cover with the instruction on the envelope ‘**to be opened by the Chairman of the Regional Committee**’.

The VTRs are important documents for taking decision by the NRC. They should be written seriously and not in a casual manner. If the NRC find the VT had a casual approach, the members will be removed for the list of VT members and their present employees, if any, will be mentioned.

8. **Miscellaneous**

1. As TA/DA claim of the inspection team will be reimbursed by the Northern Regional Committee, NCTE, Jaipur, the VT members shall not accept honorarium, gifts, free accommodation or any other kind of hospitality from the concerned TEIs.
2. Reports alongwith TA/DA claims (attached with bills & vouchers of expenditure incurred) should be sent by post the very same day of inspection.

ANNEUXRE-I**BUILDING COMPLETION CERTIFICATE**

I _____ hereby certify that that the institution namely

_____ situated
at

_____ have personally inspected the land and building mentioned in the statement below and the same is based on the registered documents, data measurements and specifications found in the site.

1.	Name of the society/trust i.e. Management of the institution	
2.	The society/trust i.e. management of the institution is having the PAN/TAN No.	Copy enclosed: Yes/No
3.	Name of the institution	
4.	<p>A certificate from the competent authority to the effect that the society sponsoring the instruction has transferred and vest the title of the land and building in the name of the institution as per clause 8.4 (iii) of the NCTE Regulations, 2014</p> <p>Note: Clause 8.4(iii) of the NCTE Regulation, 2014 provides that “the society sponsoring the institution shall be required to transfer and vest the title of the land and building in the name of the institution within a period for s six months from the date of issue of formal recognition order under sub-regulation (16) of Regulation 7. However, in case, the society fails to do so due to local</p>	<p>A copy of the certificate is required to be enclosed by all recognized institutions within a period of six months from the date of issue of formal recognition order under sub- regulation (16) of Regulation 7 of the NCTE Regulation, 2014.</p> <p>Copy enclosed: Yes/No</p>

	laws or rules or bye-laws, it shall intimate in writing with documentary evidence, of its inability to do so.”			
5.	Location with khata/khasra/Street No./ Ward No., Name of the Place, Corporation/Municipality/Panchayat.			
6.	Date of Registration of Land			
7.	Registered in the office of Sub-Registrar/Tehsildar with address			
8.	The location of the land of the institution is in a single plot or different plots			
9.	If the location of the land of the institution is not in a single plot the distance of different plots be mentioned.			
10.	Type of ownership of land			
11.	Building plan approved by (address of Corporation /Municipality/ Panchayat/ any other Govt. Agency			
12.	Year of completion of construction of the building			
13.	Purpose for which the building is being used /proposed to be used			
14.	Electricity connection No.			
	Telephone connection No.			
	Water connection No.			
15.	Total land area of the institution			
	Total built up area of the institution			
16.	Total land area earmarked for particular teacher training programme alongwith name of the course			
	Total built up area earmarked for particular teacher training programme alongwith name of the course			
17.	Details of construction of building (Roofing – pl. mention RCC / Asbestos / Tiled / any other pl. Specify) • (the column to be filled up in case the building of the institution is of more than one floor)		Area	Roofing
		Ground Floor	Sq.ft.	
		First Floor*	Sq.ft.	
		Second Floor*	Sq.ft.	
		Third Floor*	Sq.ft.	
	Total built up area			

<p>18. Details of Land Use Certificate for Educational purposes from the concerned Govt. authorities/any other govt. local body details thereof. (*</p>	<p>Date of issue of Certificate Issued by : Provisions of the law under which the concerned issuing authority is empowered for _____ issuance _____ of CLU _____ _____</p>
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On verification of the above on site, I hereby certify that:-

- i. The land & building of the institution is exclusively meant for running teacher training programme. The institution campus, building, furniture etc. is barrier free. There is no temporary structure, asbestos/tin sheet sheds available in the building. Safeguard against fire hazard has been provided in all parts of the building.**
- ii. The building of the institution is constructed keeping in view the provisions and bye-laws of the building construction as per the Bureau of Indian Standards and the same is structural safe and secure to run the teacher training course.**
- iii. The construction of the building is completed in all respects and the building is structurally sound to be used for Educational purposes and having the load bearing capacity as per the latest Indian Standards.**

Signature with Seal

Name of the approved/ authorised Engineer/ Architect	
Designation	
Office Address	

Certified by the competent govt. authority/local govt. body

Signature with Seal

Name of the competent authority	
Designation	
Office Address	

Countersigned by the authorized representative of the management of the institution.

Signature with Seal

Name of the authorized representative of the society/trust running the teacher training programme.	
Designation	
Name of the society/trust	
Office Address	

Annexure II

FORMAT FOR PARTICULAR OF STAFF TO BE SUBMITTED TO NRC, NCTE, JAIPUR
PARTICULARS OF STAFF

Session _____

Name and address of the Institution: _____

Course: _____

Sl. No.	Name with Date of Birth Age	Attested photograph of the appointed staff	Whether SC/ST/OBC/other Category	Designation	B.Ed. Yes/No	M.Ed. Yes/No	M.A (Education) Yes/No	PG in school subject / cognate discipline philosophy/ sociology /fine arts / physical education etc. Yes/No	Subject of Teaching	Ph. D. (Education/ other subject Specify) Yes/No	Passed UGC NET or equivalent Yes/No	Teaching Experience in Years	Teaching Experience in Recognized School/B.Ed. College (Enclose experience certificate from the Principal)	Date of initial appointment .	Joining Date
					If yes, %age of Marks	If yes, %age of Marks	If yes, %age of Marks	If yes, %age of Marks & specify the subject							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
I.	DETAILS OF TEACHING STAFF														
I(A)	PRINCIPAL/HOD														
I															

II LECTURES/TEACHING STAFF (AS PER NCTE NORMS)															
1.															
2.															
3.															
4.															
5.															
6.															
7.															
III PART TIME TEACHING STAFF (AS PER NCTE NORMS)															
1.															
2.															
3.															

The above appointment have been made on the basis of recommendations of the Selection Committee constituted as per the policy of the UGC/the affiliating University/Affiliating Body.

Name & Signature of the
Authorized Representative of the Institution
Date _____

Name & Counter Signature with Seal of the
Registrar/Competent Authority of the Affiliating Body*

- **Note: The institution shall submit the above list as per the provisions of the NCTE Regulations, 2014 indicating qualification , percentage of marks, teaching experience etc. alongwith attested copy of professional qualification & experience certificate and attested photographs of staff duly countersigned by the competent authority of the affiliating body or endorsement of the same by submitting a written approval of the competent authority of the affiliating body as per the above format.**

CERTIFICATE FROM THE MANAGEMENT

- (i) **All appointments are on full-time and regular basis except those specified as part-time as per the NCTE norms. The academic staff of the institution (including part-time staff) is/shall be paid salary in such scale of pay as prescribed by the UGC/University/affiliating body from time to time through account payee cheque or as per advice into the bank account of employee specially opened for the propose. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.**
- (ii) **The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc for its employees. The institution shall follow all the norms of the NCTE as amended from time to time.**

**Name & Signature of the
Authorized Representative of the Institution**

Date _____

- **It may be noted by the teacher education institution that in case of self finance institutions run by the pvt. Managements under society/trust, the above details shall be signed by the Secretary/President/Chairman of the concerned Management. In case of the Govt./University/aided institution the same shall be signed by the Registrar/Director/Principal/HOD of the institution.**

Visiting Team Report Proforma
for
Inspection of Institutions

Name of the Institution : _____

File / Code No. : _____

Name of the proposed course : _____

Date of Inspection : _____

NRC order No. & Date under which VT was constituted : _____
: _____



Northern Regional Committee (NRC)
National Council for Teacher Education
4th Floor, Jeevan Nidhi-II, LIC Building,
Ambedkar Circle, Bhawani Singh Marg,
Jaipur – 302005 (Rajasthan)

**Assessment Proforma for Inspection
Under Section _____ of the NCTE Act, 1993**

Date of Inspection _____

1. Name of the institution / Department

2. Address of the Institution / Department (duly mentioning the Plot / Khasra / Khata No. / Street etc., location of the institution etc.etc.) (Where the proposed course is to be run)

3. Name of the Society / Trust / University (If the university is applying)

4. Address of the Society / Trust / University (If the university is applying)

5. Date and Registration No of establishment of the trust / society / University

Whether, the objectives in the Bye-laws of the Trust / Society allow to run the teacher education / Physical Education courses (Mention Yes / No) _____

6. Address for communication

	Mode	Institute	Society	Managing Trustee / Registrar
7.	Phone No (with STD Code			

Signatures

VT Member
(Nominees of the NRC, NCTE)

VT Member

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Page 2

8.	Fax No.			
9.	E-mail			
10.	Website			
11.	Latitude & longitude of the location of the institution			

12. Institutions / Courses existing (including / College with other courses & other teacher education courses run in the premise) :

a) On the Campus:

1	2	3	4
Name of the course in full with Stage / Level	Duration	No. of Units	Intake

b) Outside the Campus :

1	2	4
Name of the course in full with Stage / Level	Duration	No. of Units / Intake

13. Teacher Education Course(s) Proposed :

1	2	3	4	5
Name of the course in full with Stage / Level	Duration	Proposed Year of starting the course	No. of Units	Intake proposed

14. Name of the University/Examining Body to which the institution is proposed to be affiliated :

15. Land and Building (mention Yes No)

(a) Institution is in possession of its own land and building

(b) Area of the land in possession (In sq. mtr)

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If yes, then

Number of Non Teaching Staff Appointed

(i) Regular

(ii) Contract Basis

	Name of Staff	Appointed	No of staff
(a)	Librarian		
b)	Office-cum-Account Assistant		
c)	Office Assistant-cum computer operator		
d)	Store-Keeper		
e)	Technical Assistant / computer assistant		
f)	Lab Attendants/Helpers/Support staff		

15.2 Number of Non-Teaching Staff Appointed

i. Regular

ii. Contract Basis

15.3 Whether the scale of pay offered to the staff is as per Central/State Govt./UGC guidelines (Mention Yes / No)

15.4 Whether the institution has arrangements for teaching following subjects (Mention Yes / No). (Only for educational courses)

(i) Physical & Health Education

(ii) Art & Craft

(iii) Work Experience (SUPW)

(iv) IT Literacy

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17. Infrastructural Facilities.

16.1 Instructional Space Earmarked for the proposed course only

Has the institution made provision for the following (mention Yes / No)

Signatures

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16.1.1	Number of Class Room		
16.1.2	Size of Class Room (1) (mention size in sq.meters)		
16.1.3	Size of Class Room (2) (-do-)		
16.1.4	Size of Multipurpose Hall (-do)		
16.1.5	Size of Seminar Room		
16.1.6	No. of halls		
16.1.7	Number of Laboratories		
	Type of Laboratories	1. Curriculum Laboratory (Science and Maths Kits, Maps, Globes, Chemicals, science kits, tests etc.)	
		2. ICT Resource Centre	
		3. Art & Craft Resource Centre	
		4. Health & Physical Education Resource Centre	
		5. Computer Lab	
16.1.8	Whether the provision has been made for separate amenities for staff / students (male and female)		
16.1.9	Whether the instructional space is as per NCTE norms (mention Yes / No)		
	If no, then mention the deficiencies	1.	
		2.	
		3.	
		4.	
16.1.10	Whether the place of the college is connected with the Bus / Railway Service.		
16.1.11	Whether the place of the college is reachable through pucca road		
16.1.12	Whether the institution has made provision for safety measures during exigency.		
16.1.13	Whether the instructional space is as per NCTE Norms.		

16.2 Has the institution made provision for the following accommodation? (Mention yes / no)

- (a) Principal Room
- (b) Faculty Rooms

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- (c) Office Room
- (d) Store Room
- (e) Common Room
- (f) Visitors Room
- (g) Canteen

16.3 Sports Facilities (only for teacher education courses) (Mention Yes / No)

Institution has :-

- (a) Outdoor Playground (football/hockey etc.)
- (b) Outdoor Playground (football/hockey etc.) of another institution on sharing basis. If so, name of the institution

18. Instructional Facilities (Mention Yes / No)

Has the institution created facilities for :-

17.1 Curriculum Laboratory

- a) Lab is being shared with attached school/college. If so, names of the institution, schools, colleges

- b) Lab as per the relevant level of school curriculum

- (i) Whether equipments / consumables, etc are available for
 - Physics
 - Chemistry
 - Biology
- (ii) Whether suitable teaching learning resources (kits) for mathematics education are available.
- (iii) Whether other resources like psychological tests, maps, globe, charts etc. are available
- c) Chemicals and the biological specimens in the required quantity have been procured.

Signatures

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- d) Other facilities in the lab (such as working tables, water arrangements etc) are adequate.
- e) Whether vouchers and payment receipts in respect of equipments and articles indicating proof of purchase available?
- f) Whether the facilities / equipments provided in the lab is as per the Manual of Teacher Education Institutions published by NCTE.
- g) Whether entries have been made in the stock register ? (VT members to kindly affix their signatures on the last page of Stock Register and indicate the position).

17.2 ICT Resource Centre (Mention Yes / No)

- a) ICT Lab being shared with attached school/college. If so, names of the institution / schools / colleges

- b) Access to Internet
- c) Availability of OHP
- d) Availability of TV
- e) Availability of VCR
- f) Availability of Projector
- g) Availability of camera
- h) Availability of ROT (Receive only Terminal)
- i) i) Availability of SIT (Satellite Interlinking Terminal)
 ii) Availability of Wi-Fi facility in the campus
- j) No of computer terminals (PCs (available to be indicated)
- k) No of UPS available
- l) Terminal – Student ratio

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- m) Hardware Specification (P4 programme)
- n) Relevant legal software (system software and application software)
- o) Peripherals (ratio of printer to computer available to be indicated)
- p) Availability of radio and television
- q) Availability of public-address system
- r) Number of computers with supporting accessories
- s) Number of Electronic Publications (CD-ROMs) (only educational)
- t) Name and number of softwares to analyse data of the research work at PG level (Only for M.Ed course)
- | | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
- u) The other facilities in the ICT lab (such as printer, scanner etc)
- | |
|----|
| 1. |
| 2. |
| 3. |
| 4. |
- v) Whether vouchers and payment receipts in respect of equipments and articles indicating proof of purchase available?
- w) Whether the facilities / equipments provided in the lab is as per the Manual of Teacher Education Institutions published by NCTE.
- x) Whether entries have been made in the stock register ? (VT members to kindly affix their signatures on the last page of Stock Register and indicate the position)
- y) Whether the computer centre is fully furnished?

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z) Whether computer facilities for the proposed institution are being shared with other institution / programmes. If so, give details

17.3 Art & Craft Resource Centre

a) Art & Resource Centre is being shared with attached school/college. If so, names of the institution / schools / colleges _____

b) Space, equipments and material for the same has been made available for the Centre

c) Furniture in the Art & Resource Centre has been made available as per the Manual of Teacher Education Institutions published by NCTE.

d) Whether the tools, equipments and raw materials have been provided as per the Manual of Teacher Education Institutions published by NCTE.

e) Whether vouchers and payment receipts in respect of equipments and articles indicating proof of purchase available?

f) Whether the facilities / equipments provided in the lab is as per the Manual of Teacher Education Institutions published by NCTE.

g) Whether entries have been made in the stock register ? (VT members to kindly affix their signatures on the last page of Stock Register and indicate the position).

17.4 Health and Physical Resource Centre (Including Yoga)

a) Health and Physical Resource Centre is being shared with attached school/college. If so, names of the institution / schools/colleges _____

b) Space, equipments and material for the same has been made available for the Centre

c) Furniture in the Health and Physical Resource Centre has

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been made available as per the Manual of Teacher Education Institutions published by NCTE.

- d) Whether the tools, equipments and raw materials have been provided as per the Manual of Teacher Education Institutions published by NCTE.
- e) Whether vouchers and payment receipts in respect of equipments and articles indicating proof of purchase available?
- f) Whether the facilities / equipments provided in the lab is as per the Manual of Teacher Education Institutions published by NCTE.
- g) Whether entries have been made in the stock register ? (VT members to kindly affix their signatures on the last page of Stock Register and indicate the position).

17.5 Library resources

- (a) Has the institution created separate library facilities for the proposed course (Yes / No)
- (b) Total number of titles in the library

--	--	--	--
- (c) Total Number of Books in the library

--	--	--	--
- (d) Total Number of educational journals being subscribed

--	--	--
- (e) Total numbers of referred research journals being subscribed.

--	--	--
- (f) Total Number of international research journals being subscribed

--	--	--
- (g) Number of titles of encyclopedia available in the library

--	--
- (h) Number of titles available in the reference section of the library

--	--	--	--
- (i) Total seating capacity in the library

--	--	--
- (i) **Is the library being shared with other courses run by the institution / department**

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(Mention Yes /No)

If Yes, give details of the following :-

1. Courses :-	1.	
	2.	
	3.	
2. Name of the School/ College :-	1.	
	2.	
	3.	
	4.	
3. Total number of beneficiaries		
(ii) Total No of titles related to the proposed course.		
(iii) Total no of the books related to the proposed course.		
(iv) Total no of the titles in the reference section of the library.		
(v) Number of copies of policy documents.		
(vi) Number of copies of education commission reports		
(vii) Number of copies of relevant curriculum documents (NCT, NCFTE, National and State Level surveys)		
(viii) Number of copies of other educational reports		
(j) In case of University /PG institution No of dissertations,		
No of the thesis related to the proposed course		
No of the project reports available related to proposed course.		
(k) Is the Facility of photocopying available ?		
(l) Number of electronic publications (CD Roms)		
i) Encyclopedia		
ii) Re-faience books		
iii) Journals		
(m) Is the Computer(s) with internet facility		

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available in the library ? If yes, Number of computers	<input type="text"/>	<input type="text"/>
(n) Is the library computerized ?	<input type="text"/>	
(o) Whether on line resources are available in the library	<input type="text"/>	
(p) Whether vouchers and payment receipts in respect of equipments and articles indicating proof of purchase available?	<input type="text"/>	
(q) Whether entries have been made in the Accession register? (VT members to kindly affix their signatures on the last page of Accession Register and indicate the position).	<input type="text"/>	

18. Practice Teaching

	Yes	No
(a) The Institute has made arrangements for practice teaching	<input type="text"/>	<input type="text"/>
(b) The Number of schools where practice teaching is proposed to be conducted (on the basis of certification of the schools)	<input type="text"/>	<input type="text"/>
(c) Is the distance of practice teaching schools within approachable limits.	<input type="text"/>	<input type="text"/>

19. FINANCES (Mention Yes / No)

(a) Whether Salaries are paid in cash	<input type="text"/>
(b) Whether Salaries are paid through account payee cheque / account transfer	<input type="text"/>

20. (a) Amount of Endowment fund (Rs. 5 lacs)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(b) FDR Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

(c) Details of the Bank Issuing the FDR

<input type="text"/>

(d) Amount of Reserve fund

(i) Rs. 3 lacs

(ii) Rs. 4 lacs

(e) FDR Number

(i) Rs. 3 lacs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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- (ii) Rs. 4 lacs _____
- (f) Details of the Bank Issuing the FDR
- (g) Apart from the above, Latest amount deposited in the account of the society / institution

22. Information furnished above has been provided on the basis of (*Mention Yes / No*):-

- (a) The scrutiny of the records made available to the inspection team.
- (b) The information given by the management of the institution without providing relevant records to the inspection team.
- (c) Partly by the scrutiny of the records and partly by the information given by the management without providing relevant records to the inspection team.

23 (a) Whether the institution has submitted an Affidavit on Rs. 100/- Stamp paper duly attested by Oath Commissioner / Notary Public as per para 8(5) of the New Regulation dated 1st September, 2014.

23 (b) Whether the institution has submitted an Affidavit of Teaching Staff including Librarian on Rs. 10/- stamp paper in case the Appointments are made

24 Details of Website of the institution

- a) Name of the URL
- b) The information submitted on the Website by the institution is according to New Regulations of NCTE dated 01.12.2014 as browsed by the Visiting Team. Please attach a copy of the home page which is downloaded and printed on the date of inspection.

Signatures

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25.

DETAILED OBSERVATION OF THE V.T. AFTER SCRUTINY/VERIFICATION OF THE ESSENTIAL DATA SHEET TO BE SUBMITTED BY THE INSTITUTION AS PER PROVISIONS OF CLAUSE 7(4) OF THE NCTE REGULATIONS, 2014 DULY SWORN BEFORE THE NOTARY PUBLIC/ADM/SDM OR FIRST CLASS MAGISTRATE

(I) The Management of the institutions has submitted the required information as per the essential data sheet to be submitted by the institution as per provisions of the NCTE Regulations, 2014 in the prescribed format.

Yes/No

(II) If yes, the Visiting Team shall make their observations by scrutinizing/verifying the relevant records as per provisions of the NCTE Act, Rules & Regulations alongwith the V.T. Report as per details given below. If not, the same should be obtained by the V.T. from the Management of the Institution alongwith all relevant enclosures as per the prescribed format available in the website of the NRC, NCTE.

C. The observation/remarks of the V.T. on the essential data format submitted by the institutions are as follows:-

(I) **INFORMATION REGARDING MANAGEMENT OF THE INSTITUTION AND DETAILS OF THE EXISTING & PROPOSED COURSES.**

The Management namely _____ is a (society/trust or any other Govt. body/University etc.) which is proposing to run _____ teacher _____ training _____ institution _____ namely _____ under _____ Pvt. (self financed)/Govt./University/University constituent college/govt. aided institution.

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Page 15

The management of the institution has authorized Shri _____
 (Name & designation) _____ vide
 society/trust resolution/order No. _____ dt. _____ (copy
 enclosed) to make an application to the NRC, NCTE for grant of recognition of
 _____ (course) with an intake/additional intake of _____ under
 _____ (self finance scheme or under Govt. scheme) and all concerned have
 read all the provisions of the NCTE Act, Rules & Regulations. The application of the
 institution has been submitted as per the provisions of the NCTE Regulation, 2014.

**The remarks/observation of the VT
 (as to whether the above details are
 found to be correct or not)**

Yes/No

Details if any VT required to submit _____

(II) **The details regarding the Management of the Institutions running or proposing to run teacher education programme as per provisions of the NCTE Act, Rules & Regulations.**

- As per the certificate submitted by the society/trust, it has been established and operated by 'not for profit' registered under the appropriate laws. The same has been registered vide Registrar of Societies/Trust vide Regd. No. _____ dated _____ (copy of certificate to this effect be enclosed).

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Also in case the institution is a minority institution, the same is required to submit a certificate from the concerned State Govt/Central Govt. authority competent to issue the Minority Status Certificate with the following details:-

a) Name and address of the minority status issuing authority:

b) Order No. _____ date

c) That the society/trust is having PAN Card No. _____ (Copy enclosed).

**The remarks/observation of the VT
(as to whether the above details are
found to be correct or not)**

Yes/No

Details if any VT required to submit _____

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Page 17

(III) **General Information relating to Infrastructural & Instructional facilities created by the institution to be filled in by all existing & proposed teacher education institutions**

1. That the institution is having the website No. _____ . The institution undertake that the same has been developed as per clause 8(14) of the NCTE Regulation, 2014.

(Yes/No).

2. That the Management of the institution has displayed a copy of the affidavit as prescribed under clause 8(5) of the NCTE Regulations, 2014 on its official website _____. The management is aware that in case the contents of the affidavit are found to be incorrect or false, the society or trust or the institution concerned shall be liable for civil and criminal action under the relevant provisions of the Indian Penal Code and other relevant laws, and shall also be liable for withdrawal of recognition by the Regional Committee concerned as per clause 8(6) of the NCTE Regulations, 2014.

(Yes/No).

3. That the Institution is having required land in the name / favour of (Society/ Trust/ Institute) vide (Sale deed/ Gift Deed/ Lease Deed from Govt. or govt. institution for a period of not less than 30 years duration) dt. executed by and duly registered in the office of Registrar/Sub-Registrar and actual location of the land is

(Yes/No).

4. That the Institution has got the mutation of the land done by the competent land and revenue authority vide order No. _____ dt. _____ (copy enclosed).

(Yes/No).

5. That the land as per land documents and affidavit is in a single well demarcated piece of land

(Yes/No).

Signatures

Representative of the
Management / institution

VT Member VT Member
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In case of more than one plot, all the plots are adjacent to each other

(Yes/No).

If yes a copy of the approved site plan giving clear picture to this effect from the Competent authority attached.

If not, details including the distance between plot/khasra are as follows:-

6. That the permission of the competent authority to use the land exclusively for teacher education purposes has been obtained by the society/Institution trust from the office of vide letter/order/ Memo No dt..... (copy enclosed)]\

7. That the institution has got the conversion of the land use done from the competent authority. A Notarized Copy of conversion/change of land use certificate (CLU) for Plot No./Khata/khesra No. and area as per the affidavit and land documents registered by Dt. is enclosed. The institution undertake that the issuing authority who issued the CLU i.e. _____ is empowered by the State Govt. for issuance of CLU under the rule/clause of the State Govt. Act namely _____.

8. That the institution undertake that the land and permanent building are at the same place as per provisions of the NCTE Act, Rules & Regulations. The building plan has been approved by (Competent authority) and Countersigned by for Plot No./ /Khata/khasra No. reflecting total land area Total Built up area is The address/khata/khasra/plot no. are matching with the Regd. Land documents, CLU, Mutation Certificate etc. as submitted by the institution to the NRC, NCTE and there is not at all any variation whatsoever in the land & building documents. Thus the same are elaborated as under:-

Signatures

Representative of the
Management / institution

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Page 19

Sl. No.	Details regarding land & building documents	Land area/built up area as mentioned in the land & building documents, as applications as per provisions of the NCTE Act, Rules & Regulations
1.	Name, Address/Khata/Khasra/Plot No. as per the <u>Regd. land documents</u> Name: _____ Address _____	Land Area ____ in sq. meter Built up area in sq. meter
2.	Name, Address/Khata/ Khasra/Plot No. as per the <u>Conversion of the Land Use Certificate</u> Name: _____ Address _____	Land Area ____ in sq. meter Built up area in sq. meter
3.	Name, Address/Khata/Khasra/Plot No. as per the <u>approved building plan</u> Name: _____ Address _____	Land Area ____ in sq. meter Built up area in sq. meter
4.	Name, Address/Khata/Khasra/Plot No. as per the <u>building completion certificate</u> Name: _____ Address _____	Land Area ____ in sq. meter Built up area in sq. meter
Note	1. If the land area is shown in the land/building documents in different measurements i.e. bigha/hectare/acre etc. the same should be converted into sq.meter and reflected in the above statement.	

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9. Infrastructure facilities :

The institution has created the infrastructure facilities as per the infrastructure details given below which is also shown in the building plan approved by on Counter signed by for plot no. and indicating total area and built up area The Building plan has been approved by the competent authority.

(Yes/No).

Infrastructure details of the proposed Teacher education programme (pl. ensure that the dimensions of classrooms, laboratories, library, multipurpose hall, floor wise area, total area etc are properly indicated in the approved building plan as per provisions of the NCTE Regulation, 2014:

Total land area earmarked for the proposed teacher training programme.	 Sqm	
Total built up area	 Sqm	
Infrastructure details as per provisions of the NCTE Regulations, 2014 (the institution is required to fill up the information as per the applicability of the NCTE Regulations 2014 and norms & standards there under:-			
1.	Class Room No.	(i) Sq.ft. each	(iii) Sq.ft. each
		(ii) Sq.ft. each	(iv) Sq.ft. each
2.	Multipurpose Hall	(i) Sq.ft. each	
3.	Library-cum-Reading room	(i) Sq.ft. each	
4.	ICT Resource Centre	(i) Sq.ft. each	
5.	Art and Craft Resource Centre	(i) Sq.ft. each	
6.	Health and Physical Education Resource Centre	(i) Sq.ft. each	
7.	Curriculum laboratory	(i) Sq.ft. each	
8.	Principal's office	(i) Sq.ft. each	
9.	Staff Room	(i) Sq.ft. each	
10.	Administrative Office	(i) Sq.ft. each	
11.	Girl's Common Room	(i) Sq.ft. each	
12.	Seminar Room	(i) Sq.ft. each	
13.	Canteen	(i) Sq.ft. each	
14.	Separate Toilet Facility for Boys	(i) Sq.ft. each	

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	and Girls		
15.	Parking Space	(i)	Sq.ft. each
16.	Store Room (two)	(i)	Sq.ft. each
		(ii)	Sq.ft. each
17.	Multi Purpose Play Field	(i)	Sq.ft. each
18.	Open space for additional accommodation		
19.	Total Build up area in the Building.....Sq.ft.		
20.	Provision of Hostel if any	yes/no	Residential/non-residential

10. Quality of construction

Packa (RCC)
 (As per building standards)
 Kacha
 Asbestos
 Tin roof
 Plastering
 Painting
 Flooring
 Wood Work
 Ventilation
 Light
 Boundary wall.....

11. The hostel facilities for Girls and Boys provided by the institution along with the staff residential quarters are not included in the area for the institution. These facilities are separate

(Yes/No).

12. The building completion certificate issued by..... (Competent Authority) Counter signed by for Plot No./khata No./khesra No.reflecting total land areaTotal Built up area..... The building is complete in the form of a permanent structure

(Yes/No).

Signatures

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13. There is no temporary structure or asbestoses roofing, even in case of structure in addition to the prescribed built up area.
(Yes/No).
14. The institution undertake that the building of the institution has been constructed in view the provision of the standard by-laws of the building construction as per the Bureau of Indian Standards and the same is fully safe and structurally sound having load bearing capacity as per latest Indian Building standards and the same is safe & secure to run the teacher training course. (copy of the certificate is enclosed).
(Yes/No).
15. The safeguard against fire hazard has been provided in all parts of the building.
(Yes/No).
16. Electricity and safe drinking water facility has been provided by the institution.
(Yes/No).
17. The institution is having instructional facilities as per provision of the NCTE Regulations & norms & standards there under. The labs (1), Curriculum laboratory (2) Arts and Craft Resource Centre (3) Information and Communication Technology Resource Centre (4) Health and Physical Education Resource Centre etc. have been created as per manual for the teacher education institution and teacher educators.
(Yes/No).
18. The institution is having adequate no. of furniture facilities for running various infrastructure & instructional facilities as per provisions of the NCTE Regulations and norms & standards there under.
(Yes/No).
19. The institutional campus, building, furniture etc. is barrier free.
(Yes/No).
20. The institutional campus, building furniture is disabled friendly as per the persons with disability (PWD) and of the Govt of India
(Yes/No).

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Page 23

21. That the institution undertaken that the no other institution/school is running in the institution building meant for running teacher education programme (Yes/No).
22. If the institution is running other programme/school in the same building meant for running teacher education programme, the course wise details be given as under:-

(i) Land & built up area details

Sl. No.	Details required to be submitted	Area in sq. meters
1.	Total land area available with the institution	
2.	Total built up area of the institution	
3.	Land area available for teacher education programme	
4.	Built up area available for teacher education programme	
5.	Land area available for other programme being run by the institution	
6.	Built up area available for other programme being run by the institution	

(ii) Course/programme wise details to be submitted by the institution

Sl. No.	Name of the programme/school	Land area	Built up area

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Before making the overall assessment of the institution, the VT certify that it has scrutinized & verified the following original documents and affix their signatures on each of the records maintained by the institution and submit a copy of all the important documents alongwith the VT Report for perusal of the NRC, NCTE

	Yes	No
The VT has gone through the application of the institution submitted by it to the NRC, NCTE for the proposed course		
The VT has gone through all the essential documents submitted by the institution alongwith the application of the institution for the proposed course.		
The VT has gone through all the relevant regulations, norms & standards of the proposed teacher education course as per provisions of the NCTE Act, Rules & Regulations		
Copies of the NOC / State Govt reference, if endorsed to institution		
Copy of Registration Certificate of the Trust / Society		
Bye-laws of the society / trust		
Certificate from the relevant department of the government certifying that the society is not for profit / charitable trust / society.		
Copy of the resolution by the management / governing body / concerned department for opening the institution / conducting the course.		
Original legally valid land document including Land Use Certificate (CLU), Non Encumbrance Certificate, Possession Certificate etc. as per provisions of the NCTE Regulation, 2014		
Original approved Building plan, building completion certificate as per prescribed format, building safety & security certificate etc. as per provisions of the NCTE Act, Rules & Regulations.		
Permission to construct the building from the competent authority		
Building use certificate for teacher education purposes		
Site plan showing the location of the building as per the land & revenue records of the concerned authority.		
Details of Teaching/Non-teaching / Administrative Staff with copy of their qualification / experience certificates (in case of the existing teacher education institutions as per the prescribed format)		
Copies of Fixed Deposit Receipt towards Reserve Fund &		

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Page 25

Endowment Fund (attested by management only)		
Latest Bank Statement		
The V.T. is required to browse the website of the institution as per provisions of the NCTE Act,. Rules & Regulations .		
Stamped receipt of purchase of equipments, furniture, books, computer etc alongwith the copy of stock register / accession register maintained in the institution (Last page of stock register / accession register is to be signed by VT Members)		
The VT Members will affix their signature of the stock register / accession Register maintained in the institution and also submit a copy of the same with the VTR.		
Copy of the cash book and ledger register, which reflects the purchase of equipments, furniture, books etc and other expenditure for the proposed course.		
Trust / Society's Audited accounts of the last year		
Certified list of teaching staff course wise of the Educational institutes run by the trust / society on the campus and outside the campus.		
Names of primary schools/lower primary schools/elementary schools/secondary schools/senior secondary schools identified for practice teaching/internship and their distance from the institution.		
If University / University Deptt , please submit above related instrumental documents and The copy of the Minutes of the Academic / Executive Council, Ordinance Status.		
The copy of the budget which reflects the budget to run the proposed course.		
Attested copy of the minutes of the selection committee (in case the staff has been appointed)		
Attested copies of the joining reports of the staff (in case the staff has been appointed)		
Certificate / Resolution of the Governing body of the University stating that the said teacher training course is not on self-finance basis.		
Video CD prepared at the time of inspection. The Visiting Team must check and test the VCD before submission (having actual audio and video without editing)		

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The V.T. shall enlist the name of important documents being attached by it with the V.T. Report and details thereof be given as under:-

S.No.	Name of documents being attached with the VT Report duly certified/attested by the Management of the Institution	Annexure No.	Page No. of the VT Report
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Note: If more documents are to be attached by the Visiting Team with the V.T. report the same shall also be enclosed giving the details thereof as per the above format.

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26. Overall assessment of the Institution

(Please Note that this Overall assessment must not be shared and signed with anyone as well as the management / institution except VT Members.

The inspection team may record their overall observation on the preparedness of the management with regard to availability of human resources, infrastructural facilities and instructional facilities as prescribed in the NCTE norms as per provisions of the NCTE Act, Rules & Regulations after due scrutiny & verification of all essential documents relating to infrastructure & instructional facilities of the institution as for the proper conduct of the teacher-training programme in the space given below. (If the space is insufficient additional sheet may be attached)

The VT shall refer the final check list on the basis of complete scrutiny of application and essential data sheet as per clause 7(7) & 8(5) of the NCTE Regulation, 2014 provided by the applicant institution & verification of infrastructure & instructional facilities created by the applicant institution for the course applied for as per provisions of the NCTE Regulation, 2014.)

Remarks / Adverse remarks, if any

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UNDERTAKING

We the following V.T. Members hereby undertakes that:-

- (1) That we have been appointed as a member of the Visiting Team to visit the Institute (name _____ and _____ address _____ of _____ the Institute) _____

 for scrutinizing/verifying the facts & figures as submitted by the applicant as per their application alongwith all relevant records of the institution for recognition/permission for running the teacher training course for _____ degree/diploma/certificate course.
- (2) We certify that we visited the Institute on _____. The report submitted by us under our signature is based on our actual visit to the Institute, scrutiny & verification of all the essential documents, infrastructure & instructional facility created by the institution and interaction with the Management/Principal and staff members as per the VT guidelines supplied to us. There is nothing in our report which is contradictory to the facts.
- (3) That the videography has been done in the Institute on _____ and the videotapes have been submitted along with the report in a closed envelope signed by us.
- (4) That we certify that the contents of the above report are based on physical verification of the institution which are true and correct to the best of our knowledge and on the basis of all essential original/authentic documents required to be scrutinized/verified as per provisions of the NCTE Act, Rules & Regulations.
- (5) It is further certified that neither we nor any member of our family has any kind of personal interest or stake in the management of the institution.
- (6) In the event of any part of my report is found to be incorrect or deliberately distorted to mislead the Northern Regional Committee, we shall be personally responsible for that and the Northern Regional Committee/Council may take suitable action including blacklisting our name for inclusion in the future Visiting Teams.

Signature of Visiting Team Members (Including nominee of the State Govt. / affiliating body, if noted by the State Govt./affiliating body)

	Name, Designation and complete address of the V.T. Member	Signature with Date
1.		
2.		
3.		

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